

## **EDITED TASK LISTING**

### **CLASS: Business Manager II**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Plans, organizes, and directs staff engaged in various programs, i.e., budgeting and accounting; personnel, health and safety, inmate hobby, procurement, supply, and warehousing operations; equipment repair and replacement, including garage operations; clothing issue, replacement, and laundry operations; and canteen operations using effective management skills to achieve operational efficiency within the institution as appropriate.
<b>2.</b>	Develops or participates in the development of local policies and procedures relating to business services to ensure compliance and consistency with State and departmental policies, using various resources, i.e., established guidelines, laws and rules, as needed and/or upon request.
<b>3.</b>	Reviews all policies, procedures, rules and regulations involving the assigned business services functions, and makes the necessary changes as appropriate, to ensure effective program operation and compliance with established guidelines, as needed and/or upon request.
<b>4.</b>	Interprets and applies policies and procedures governing business services related issues using various resources, i.e., Departmental Operating Manual, Director's Rules, State Administrative Manual, California State Government Code and other administrative bulletins to ensure compliance with State and departmental policies, as needed.
<b>5.</b>	Makes recommendations and/or operational decisions regarding business services issues that may also impact custody to ensure efficient business operations and maintain the safety and security of the institution using various resources, i.e., knowledge and working relationships with custody, as needed.
<b>6.</b>	Confers with staff in charge of the various business services programs on daily activities and advises them of, or on, operational problems relating to their area of responsibility to ensure efficient and effective operations utilizing various skills, i.e., management, communications, problem solving, and analytical skills, as needed.

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<b>7.</b>	Investigates and responds to inmate appeals regarding business services functions to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc., as needed and/or upon request.
<b>8.</b>	Reviews staff responses to inmate appeals regarding business services functions to ensure compliance with laws, rules, regulations, policies, procedures, etc., as needed and/or upon request.
<b>9.</b>	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
<b>10.</b>	Confers with management on general policies and procedures with emphasis on business management services to resolve issues, provide information, options, and/or recommendations using various resources (i.e., interpersonal skills, knowledge, manuals, laws and rules), as needed and/or upon request.
<b>11.</b>	Meets and confers with the inmate advisory committees regarding services provided to resolve issues or provide information utilizing appropriate resources, as needed and/or requested.
<b>12.</b>	Directs staff and ad hoc task groups in reviewing the effectiveness of institutional policies and procedures, resolving operational problems, and recommending program/policy changes consistent with the review findings using various resources (i.e., knowledge, expertise, manuals, laws and rules) as needed and/or upon request.
<b>13.</b>	Represents the institution in meetings with headquarters, other State agencies, contractors, and other parties to obtain information and/or represent the interest of the institution utilizing interpersonal skills, professionalism, and knowledge, as needed and/or upon request.
<b>14.</b>	Prepares effective written communications for management and staff utilizing various resources, (i.e., software and dictionaries) as appropriate and/or upon request.

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<b>15.</b>	Acts in the absence of the Correctional Administrator to maintain the operation of the Business Services Division using various resources (i.e., personal experience/knowledge and other management staff).
<b>16.</b>	In accordance with State and departmental fiscal policy, coordinates the preparation and submission of budget concept statements and budget change proposals to effect changes to the institution's budget using various resources (i.e., knowledge and State fiscal policy).
<b>17.</b>	In accordance with departmental fiscal policy, directs staff in the administration of the institutional budget through the analysis and distribution of allotments and development of fiscal projections in order to identify fiscal year expenditure needs using various resources (i.e., knowledge of the institution and fiscal reports), on a monthly basis and/or upon request.
<b>18.</b>	Reconciles Master Assignment Roster, Post Assignment Schedule, and personnel roster cards to the Governor's Budget to ensure the position count remains within budgeted position authority by utilizing input from custody, personnel staff, etc., as required.
<b>19.</b>	On a daily basis, confers with management staff to ensure the efficient use of institutional resources (i.e., personal services and operating expenses) by utilizing various resources (i.e., knowledge, various reports, interpersonal skills, departmental policies).
<b>20.</b>	Reviews the Monthly Budget Plan Report and develops strategies with the Business Services and Executive Staff to ensure the institution operates efficiently within its budgetary authorized levels prior to submission of the Monthly Budget Plan Report to headquarters.
<b>21.</b>	Directs the preparation of various fiscal and/or business management related reports to local administration, headquarters, and control agencies to provide information using supportive data (i.e. expertise and researched data), as needed and/or upon request.

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<b>22.</b>	Supervises the preparation/administration of contracts, purchasing and control of inventory supplies and equipment required for maintaining and operating the institution on a daily basis using various resources (i.e., laws, rules, and regulations, reports and knowledge of institution's trends).
<b>23.</b>	Administers and/or coordinates accounting services (including Inmate Welfare Fund and Inmate Trust Accounting) through subordinate staff at the institution and staff at the Regional Accounting Office to ensure accuracy in accordance with generally accepted accounting policies and procedures, as needed.
<b>24.</b>	Oversees the Inmate Welfare Fund (IWF) budget and canteen operations of the institution by reviewing monthly reports (i.e., IWF reports, canteen inventories and shortage reports) and receiving input from staff and inmates, to maintain the solvency of the IWF, as required.
<b>25.</b>	Oversees the institution's Personnel Office (i.e., recruitment, selection, hiring process, personnel appointment, payroll and benefit records, and health and safety) to ensure timely and accurate personnel processes utilizing various resources (i.e., laws and rules, bargaining unit contracts, personnel manuals), on a daily basis.
<b>26.</b>	Reviews hiring requests and provides recommendations on appropriate staffing levels required to achieve the mandated level of salary savings and maintain a balanced budget using various resources (i.e., vacancy report, Permanent Intermittent Employee reports and salary savings report), as needed and/or upon request.
<b>27.</b>	Oversees and coordinates the development and submission of staffing packages in order to meet staffing needs based on inmate population requirements using various resources (i.e., standardized staffing criteria and knowledge of the institution), as needed and/or upon request.
<b>28.</b>	Working closely with the Employee Relations Officer, oversees the accounting and personnel labor-related activities to ensure adherence to bargaining unit contracts, as required.

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<b>29.</b>	In accordance with State Personnel Board Rules and Regulations, facilitates the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant position(s), as needed and/or directed by management.
<b>30.</b>	Trains staff to improve their skills and knowledge, and improve their upper mobility utilizing various methods, (i.e., classroom, on the job, and mentoring) as required for the performance of their job.
<b>31.</b>	Oversees the Return-to-Work Coordinator functions to ensure employees are provided the appropriate services (i.e., medical, rehabilitation, reasonable accommodations, early intervention, return to active employment), utilizing various resources (i.e., worker's compensation rules, state and federal guidelines, policies, procedures) as needed.
<b>32.</b>	Participates in the monthly Return-to-Work Committee meetings to discuss individual employee cases in order to identify the disability status and determine the next course of action (i.e., medical retirement, vocational rehabilitation, reasonable accommodation) using various resources (i.e., SCIF adjuster, Early Intervention Counselor, employee supervisor, reports, laws, rules and regulations).
<b>33.</b>	Educates staff on established guidelines as defined in State and Department policies in order to maintain a work environment free of discrimination and harassment, on an on-going basis.
<b>34.</b>	On an on-going basis, evaluates employee performance to ensure performance objectives/standards are met by monitoring work assignments and behaviors.
<b>35.</b>	Provides verbal and written feedback to employees regarding their performance, and assists the employee in preparing a plan for improvement and/or future development through the use of the IDPs and ROPs, as required by SPB.
<b>36.</b>	Initiates and/or participates in the Progressive Disciplinary process to correct/improve employee performance/behavior or address issues of substandard performance in accordance with State Personnel Board Rules and Regulations and departmental policy, as needed and/or upon request.

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<b>37.</b>	As a member of the institutional management team, coordinates Business Services support in responding to any emergencies or other forms of disruptions (i.e., inmate disturbances, natural disasters) to ensure the safety and security of the institution, using various tools, equipment, aids and processes as needed.
<b>38.</b>	Oversees the selection, training and supervision of inmate workers assigned to business services functions, as well as related security practices, to provide an adequate workforce vital to the on-going operation of the institution as needed.
<b>39.</b>	Oversees the food services program of the institution, including nutritional planning, food ordering, food preparation and service, hygiene, and related security operations to ensure inmates are provided balanced meals within the budgetary limitations and in accordance with food regulations, health and safety rules, and Institution policies.